



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 056**

**Date: October 24, 2014**

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: ECONOMIC ASSISTANT**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** **Economic Assistant**

**OPEN TO:** **ALL INTERESTED CANDIDATES**

**GRADE LEVEL:** **FSN-07, FP-07\* (Full Performance Level)**

**WORK HOURS:** **Full Time, 40 hours per week**

**POSITION TYPE:** **Permanent**

**OFFICE LOCATION:** **Economic Section**

**OPENING DATE:** **Immediate**

**DEADLINE:** **November 10, 2014 at 6 P.M. Kyiv Time**

*\*FP –07 is subject for confirmation with Washington.*

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Position serves to provide support to the Assistance Coordinator and the eight-American economic section of the U.S. Embassy. Position is located in the Economic Section but works closely with other Sections' and Agencies' staff involved in technical assistance projects.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Monitors international efforts to support the Government of Ukraine (GoU) with financial, technical and military assistance;  
Attends donor coordination meetings organized by the GoU and the donor community, including the World Bank, European Union, European Bank for Reconstruction and Development and bilateral assistance missions;  
Represents the U.S. Government at these meetings as appropriate. **25%**
- Supports the Assistance Coordinator by arranging meetings, scheduling vehicle movements and providing interpretation as needed;  
Occasionally travels within Ukraine in support of the Assistance Coordinator or other USG officials;  
Serves as interpreter and translator in Russian and Ukrainian in support of Coordinator's activities and correspondence;  
Drafts correspondence and report on assistance issues and developments. **25%**
- Maintains communication among USG agencies represented at the Embassy, including USAID, the Department of Defense, Department of Energy, etc. to coordinate and monitor USG assistance;  
Responds to requests from assistance from the GoU;  
Supports visits from Washington representatives by arranging meetings, scheduling vehicle movements and providing interpretation as needed. **20%**
- Provides administrative and logistical support to the Economic Section, including organizing meetings and travel, using the E2 travel system, managing official contacts and submitting procurement requests. **20%**
- Provides analytical support to the Economic Section, including reporting news items related to assistance, developing contact with relevant GoU, donor and private-sector institutions, and reporting on the Ukrainian economy. **10%**

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

University degree in economics, business, international relations, or law is required.

### **WORK EXPERIENCE:**

Minimum three years of progressively responsible experience in an international work environment is required.

### **LANGUAGE:**

Level IV (Fluent) in English, Ukrainian and Russian is required.

### **KNOWLEDGE:**

Knowledge of Ukrainian Government institutions and officials, international donor organizations, assistance programs, and economics is required.

### **SKILLS AND ABILITIES:**

Successful candidates will possess the ability to prioritize multiple competing tasks and requests, develop strong working interpersonal relationships with stakeholders from governments, the private sector and civil society, digest large amounts of information and distill it into cogent summaries for policy makers, write quickly and accurately, and provide oral briefings on a variety of topics related to foreign assistance and economics. Employee is expected to have strong MS Office user skills: Word, Excel, PowerPoint, Outlook, etc.

## **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **November 10, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

### **Note:**

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

### **ADDITIONAL SELECTION CRITERIA:**

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ABenjaminson – ECON (by email)